



P.O. Box 2021

Spokane, Washington 99210-2021

2012 PROJECT GRANT APPLICATION PROJECT GRANT CRITERIA AND INSTRUCTIONS

MISSION:

The mission of the Spokane Parks Foundation is to improve parks in the greater Spokane Area through donations that fund grants for park activities and community projects.

OBJECTIVE:

Project Grants will fund community-driven initiatives and park department programs that enhance public parks and support educational and recreational activities throughout Spokane County.

WHO CAN APPLY FOR A PROJECT GRANT?

Any park and recreation department, neighborhood group or community based group approved by a park and recreation department within Spokane County. Groups must be three or more people and demonstrate a need for, and interest in actively improving their public park.

AMOUNTS AWARDED FOR PROJECT GRANTS:

The Spokane Parks Foundation generally allocates *up to \$5,000* per selected application.

WHAT ARE HIGH PRIORITY PROJECTS?

Spokane Parks Foundation gives priority to projects that demonstrate active and committed community involvement, demonstrate a need for funding to support the program or project, and exhibit creativity and innovation in project implementation and partnerships.

In addition, Spokane Parks Foundation gives preference to projects that achieve one or more of the following objectives:

- offer long-term significant benefits to the community
- increase park and recreation services to underserved areas or populations
- promote accessibility for all individuals
- enhance the quality of parks
- enhance the quality of life

WHAT ARE LOW PRIORITY PROJECTS?

The Foundation gives low priority to projects that benefit a small number of people, fail to meet Spokane Parks Foundation's funding priorities, and have little community support. Furthermore, applicants who request funding for long-term projects but fail to demonstrate a plan to maintain the project over the term of its existence will be given low priority.



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WHO IS ELIGIBLE TO APPLY?

To be eligible for funding, an applicant must:

- Be a public charity with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986, a recognized Indian Tribe, a public agency, or an unincorporated group or association that has an eligible fiscal agent to manage awarded funds. Please contact the Foundation's Executive director for more information.
- Provide projects or activities for one or more parks located in Spokane County.
- Be operated and organized so that there is no discrimination on the basis of race, religion, gender, sexual orientation, age, national origin or disability.
- Not have any delinquent final reports for previous grants awarded through Spokane Parks Foundation.

WHAT ARE INELIGIBLE PROJECTS?

Spokane Parks Foundation will not consider funding requests for the following projects or activities:

- Debt retirement
- Direct lobbying expenses
- Conferences, workshops, symposia
- Endowments
- Individuals
- Programs with religious content
- Replacement of lost/expired government funding
- Chambers of commerce
- Fraternal organizations
- Routine maintenance and operation costs

REQUIREMENTS:

- Funds must be used by June 1st of the year following the grant.
- Upon completion of the project, grantee is required to submit a brief narrative report which includes: a summary of the completion of the project or program, the number of people served, and a financial summary of expenses. (Pictures may be used to demonstrate results.)

HOW TO APPLY:

Submit **seven (7)** copies of the completed application to the
Spokane Parks Foundation
P.O. Box 2021
Spokane WA 99210-2021

Make sure you have included all required signatures and documents.

Incomplete or late grant applications will not be considered for funding. Project Grant applications must be postmarked no later than the last day of February, 2012.

Project Grant applications will be considered one time per year. The application deadline is last day of February 2012. Contact Spokane Parks Foundation's Executive Director, Toni Nersesian, at (509) 326.5233 or toni@spokaneparksfoundation.org with any questions.



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DETAILED INSTRUCTIONS

BEFORE YOU START:

- Your project must be on park land within Spokane County.
- Contact the Spokane Parks Foundation with general questions and to be sure your project qualifies. We are glad to answer questions about any part of the application process.
- Discuss the project and *fundraising ideas* with your neighbors, neighborhood association, and park department contacts. Get a feel for their opinions and revise your plan accordingly.

THINGS YOU WILL NEED:

- A signature indicating awareness of the project from your park department supervisor. (Contact Spokane Parks Foundation if you are unsure of how to contact your Park Department supervisor.)
- Accurate estimates of costs for materials. (Do some research on the web and at your hardware store/nursery)

FILLING OUT THE APPLICATION:

- Answer all questions fully and accurately. In most cases a brief answer is fine – however, please use as much space as you feel is necessary.

Note: Projects must be shovel-ready. Any built structure plans (this includes buildings and pavilions but not benches or tables) must be reviewed by the municipality or county park department planning and building department office. This process can take up to a year to complete. Start the process before applying for a project grant.



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PLEASE PRINT LEGIBLY OR TYPE

Date of Application: _____

Name of Applicant/Organization: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

1. Description of Applicant/Organization, including a summary of its facilities, activities, and services: (if additional space is needed use attached pages)

2. Title of Project: _____

3. Location of Project: _____

4. Summary Description and Objective of Project (*What, how, where, when, why, etc.*): (if additional space is needed use attached pages)



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8. How will your group's project or program be maintained or sustained in the future? (if additional space is needed use attached pages)

9. How will your group evaluate the success of your project? (if additional space is needed use attached pages)

10. Park and Recreation department approval status: Is there an approved site plan? Have other permissions (i.e. building permit) been obtained? What further steps are needed before work can begin? (if additional space is needed use attached pages)



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11. Is there a Memorandum of Understanding in place?

12. What other organizations or corporations, if any, are you collaborating with on the project? (if additional space is needed use attached pages)

13. Number of people expected to benefit from the project's outcome and the ways in which they would benefit: (if additional space is needed use attached pages)



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BUDGET

Filling out the Budget:

Many groups find the budget the trickiest part of the application. Take a look at our sample budget before you start!

On page one of the budget, fill in the ways your group will contribute to the project.

Volunteer Labor

Volunteer labor is valued at \$10.65/hour by the Spokane Parks Department. It may differ for other municipalities or for the Spokane County Parks Department. If a volunteer is using their professional skills, which would normally be billed at a higher rate, you can use that value instead. For example, if a landscape architect spends two hours designing your new garden area, and usually bills time at \$75 an hour, you may list "Design Work, 2hrs at \$75/hour, total \$150." If the architect then spends two hours installing park benches with the other volunteers in a City of Spokane Park, their additional time is valued at \$10.65.

In-Kind Contributions

In-kind contributions are non-cash donations – for example, a nursery might give your group \$50 worth of plants. (It's a good idea to involve local businesses in your project by asking for in-kind donations. You'll be surprised by how often they agree!) Value in-kind donations at their retail prices.

Cash Contributions

List at least one source of monetary contributions. This could be from the neighborhood association's savings account, donations from neighbors, another grant, a planned fundraising event such as a yard sale, or any other source.



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BUDGET (CONTINUED)

On page 2 of the budget, outline the cash expenditures you expect to make.

Sample Budget

Park: Lovely Greenbelt

This budget is for an imaginary project involving adding park benches along a trail, as well as clearing underbrush and mulching the trail. The group plans to contribute time and to find donations of both cash and mulch. They are asking for a \$600 project grant to help cover the cost of benches and concrete.

Project Costs	
Item	Cost
Metal Benches (2@\$500)	\$1000
Concrete to set benches	\$100
Total Project Cost	\$1100

Budget Summary and Project Grant Request		
Line 1	Total Project Cost (cash)	\$1100
Line 2	Total Cash Contributions from your group	\$500
Line 3	Grant Request (Line 1 minus Line 2)	\$600

Your Contributions		
Your Labor Contribution		
Volunteer Labor (Itemize by workday or type of task)	Hours	Total Value at \$10.00/hr
Bench installation	4 vol x 2 hrs x 2 benches	\$170
Removing non-native plants and mulching	10 vol x 4 hrs x 3 workdays	\$1275
Total Volunteer Labor Value		\$1448
Your In-Kind Contributions		
In-Kind Contributions from entities other than PARD	Likely donor source (Who will you ask for this?)	Cash Value
Mulch	Neighbor with tree business	\$200
Total In-Kind Contributions		\$200
Your Cash Contributions (Please list at least one source of cash contributions)		
Likely Source	Contribution	
Neighborhood Association's savings account	\$200	
New fundraising from neighbors	\$300	
Total Cash Contributions		\$500
Total of all YOUR GROUP's contributions (labor, in-kind and cash)		\$2148

Budget for:

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Project Costs (Items/Services you plan to purchase)	
Item	Expected Cost
Total Project Cost	\$

Budget Summary and Project Grant Request		
Line 1	Total Project Cost (cash)	
Line 2	Total Cash Contributions from your group	
	Grant Request (Line 1 minus Line 2)	\$

Budget for: _____



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Your Contributions		
Your Labor Contribution		
Volunteer labor (Itemize by workday or type of task)	Hours	Total Value at \$10.65/hr
Total Volunteer Labor Value		\$
Your In-Kind Contributions		
In-Kind contributions from entities	Likely donor source (Who will you ask for this?)	Cash Value
Total In-Kind Contributions		\$
Your Cash Contributions (Including savings, funds from other grants, and funds yet to be raised)		
Likely Source (e.g. neighborhood assn, neighbors, bake sale)	Contribution	
Total Cash Contributions		
Total of all YOUR GROUP's contributions (labor, in-kind and cash)		\$



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SPOKANE PARKS FOUNDATION REQUIRES APPLICANTS TO FURNISH THE FOLLOWING:

1. Copy of most recent income and expense statement showing comparison to annual budget.
2. List of the Board Members from the sponsoring Park and Recreation Department, your Board Members, Administrative Team and Project Coordinator.
3. Name, phone number and email address of applicant and project or program manager,

ALL APPLICATIONS MUST BE SIGNED BY THE CHIEF EXECUTIVE OFFICER OR EXECUTIVE DIRECTOR OF THE ORGANIZATION.

SIGNATURE OF CEO OR EXECUTIVE DIRECTOR: _____

PRINTED OR TYPED NAME: _____

DATE: _____

REMINDER: *Spokane Parks Foundation will not consider incomplete or late applications postmarked after the last day of February 2012.*

Project Name-

Question Number-

Additional Information-

Project Name-

Question Number-

Additional Information-

Project Name-

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